Plan Submission to Mapping

Purpose: To ensure that the Mapping Division receives digital copies of all plans approved by Metro Fire Prevention Bureau. To ensure that Mapping is able to identify project associated with digital image.

Procedure: Each Inspector will request digital copies of plans in the project's Civil Approval Letter. Mapping requirements are currently included in items:

MAS02:
Civil plans are additionally required to be submitted in an electronic format. When the plan is ready for signature submit a copy of the **complete site plan**. All electronic formats will be submitted on 3.5 inch or ZIP DOS formatted diskettes or CD-ROM. Electronic formats can be submitted in either of the following data transfer formats listed below:

> DXF   (Drawing Interchange file) release 2004 or prior
> DWG (Applies to AUTOCAD drawing file) release 2004 or prior
> NOTE: .pdf, .bmp, .jpg, .gif and .tiff files are not acceptable

MAS07:
The approved civil plans shall be submitted in the approved electronic format (DXF or DWG AutoCad version 2004 or prior.)

Hard Copy Submittal:
Inspectors will collect the discs and forward them to the Mapping Division.

Each disc will include the following information:
> Inspector Name or Initials
> Date that disc was received
> Plan Check Number
> Project Address*

Confirm that project address listed in plan check system and project address identified with disc are identical.

This information can either be written directly onto the disc, or included as a note with the disc. If writing on a CD-ROM, do not use a ballpoint type pen, and do not write on the shiny side of the disc.

Digital Copy Submittal:
Digital copies may be submitted via e-mail, however ***due to limited file storage space, this is only on a case-by-case basis.***

Customer should e-mail project directly to approving Inspector.

Approving Inspector should forward e-mail to Mapping Division with the subject line "Plan Submission-Project Name" or "General Information". If "General Information" is used, please include a brief description of what purpose this data is to serve. If "Plan Submission" is used, please include the plan check number and project address in the body of the e-mail.